

Travel Manager 7.1a



Federal Automated System
for Travel
(FAST)



Travel Manager 7.1a & FAST



Travel Manager 7.1a and the Federal Automated System for Travel (FAST) illustrate the successful venture of integrating a fully operational COTS solution, Travel Manager, with unique government requirements, FAST. This combination of products has produced a “benchmarking” solution for automated travel.



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A Look at Our Historical TimeLine





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- **Sep 93: DPR Tasking to pay travel in 15 minutes**
- **Jan 94: AFDW designated as reinvention lab**
- **Mar 94: VP Gore endorses reinvention initiative**
 - **Hammer Award presented**
- **Apr 96: Joint Chief of Staff Implemented**
- **Oct 98: Migrated from a DOS version 4.1a to Windows Version**



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Lessons learned from migrating to 7.1a

- **Conversion Issues**
- **Cut-over at beginning of fiscal year**
- **Scheduling Issues**

Results of migration

- **Schedule of 7 days downtime missed**
 - **Actually closer to 14 days to bring initial system back on-line**
- **Not as successful as we had hoped**



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Subsequent Migrations

- **Schedule of 14 days for migration from Travel Manager 4.1g to Travel Manager 7.1a/FAST**
- **Implementing our Lessons Learned allowed us to bring entire system up and be fully operational within 10 days**



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What is FAST?

- **Fully automated data query system**
 - **Allows user access depending on assigned permission level to run various reports and processing procedures**
- **Provides assistance for the finance community**
 - **Interfaces with Travel Accounting or BQ**
 - **Centralized Disbursing System for payments and collections**
 - **Own set of audits to ensure payments comply not only with Department of Defense regulations, but also with Air Force Travel regulations**



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What is FAST ?

- **Provides assistance for the Resource Advisor community**
 - **Runs a variety of reports concerning budgets and outstanding vouchers**
- **Provides assistance for the Software Systems community**
 - **Various Import/Export functions**
 - **Database Maintenance Capability**



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Where have we currently implemented our solution?

- **Boiling AFB**
- **Langley AFB**
- **Randolph AFB**
- **Mountain Home AFB**
- **National Imagery and Mapping Agency (NIMA)**
- **Ramstein AFB, Germany**
- **HQ Air Force National Guard Bureau (Backshop and Front Office)**



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Future Endeavors !

- **HQ Air Force National Guard Bureau**
- **System Security Authorization Agreement (SSAA) workshop**
- **Other USAFE Locations**



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**How we did last fiscal year and so far
this year for voucher processing.**

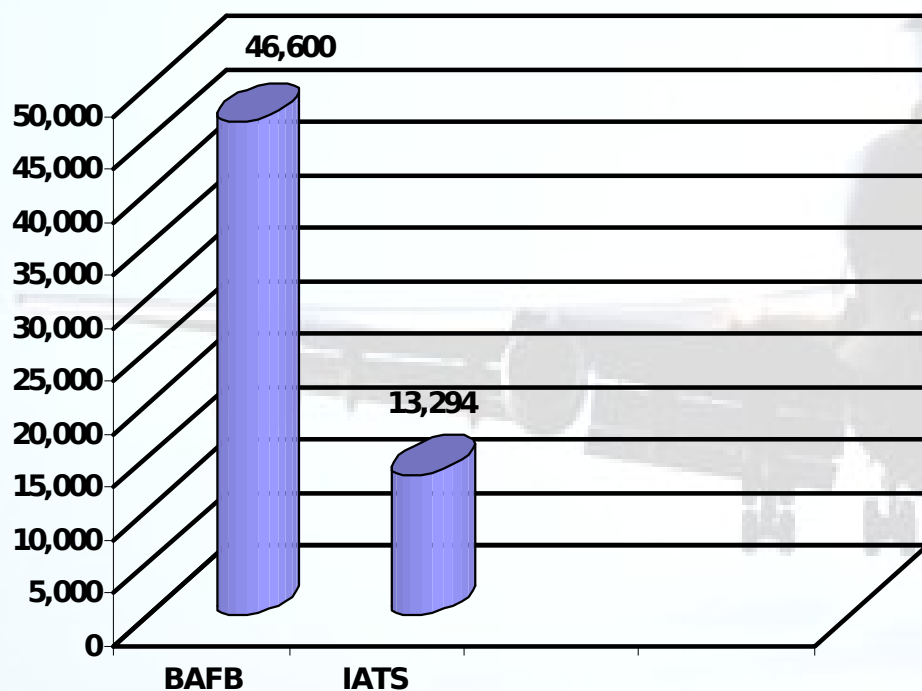




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Bolling AFB Travel Vouchers Processed



**For Fiscal Year 1999,
Bolling AFB processed
46,600 Travel
Manager/FAST vouchers.**

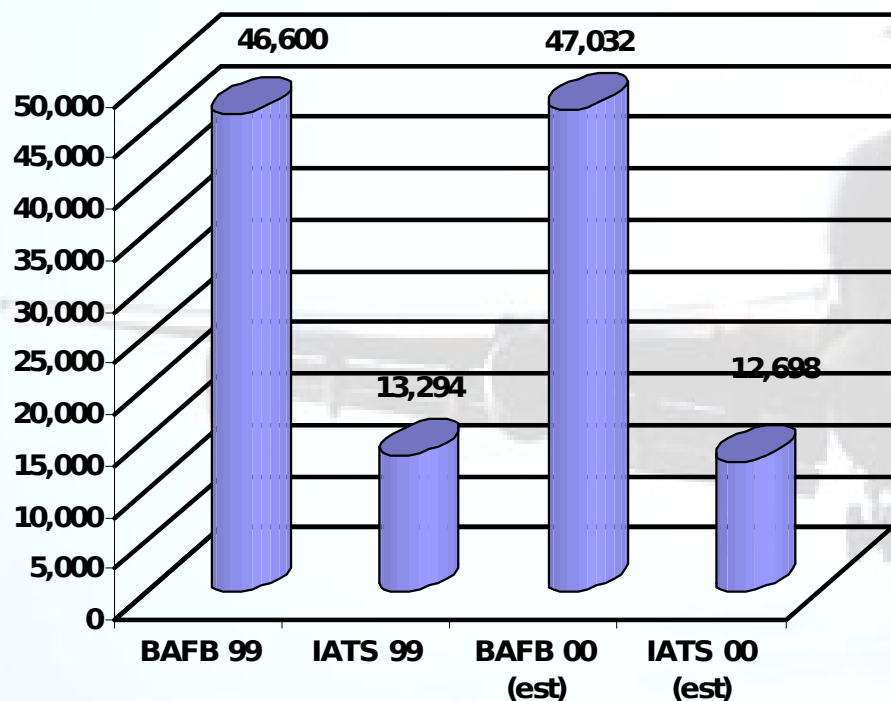
**For Fiscal Year 1999,
Bolling AFB processed
approximately 13,294 IATS
vouchers.**



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Bolling AFB Travel Vouchers Processed



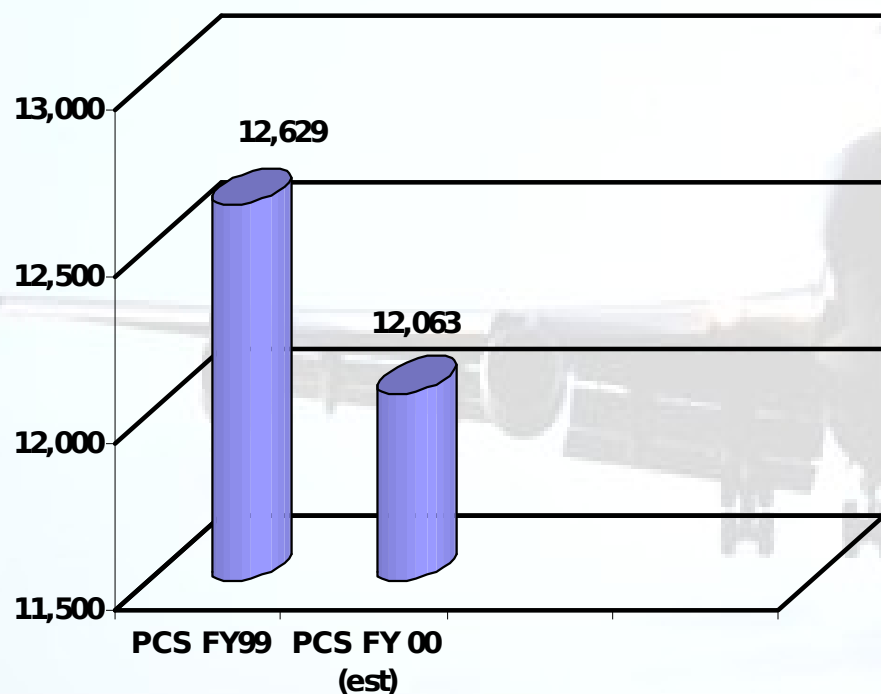
To date Bolling AFB processed 43, 113 Travel Manager/FAST vouchers with an estimated total of 47,032 for the fiscal year.
To date Bolling AFB has processed approximately 11,640 IATS vouchers with an estimated total of over 12,698 for the fiscal year.



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Bolling AFB PCS Vouchers Processed



For Fiscal Year 1999, Bolling AFB processed 12,629 PCS vouchers.

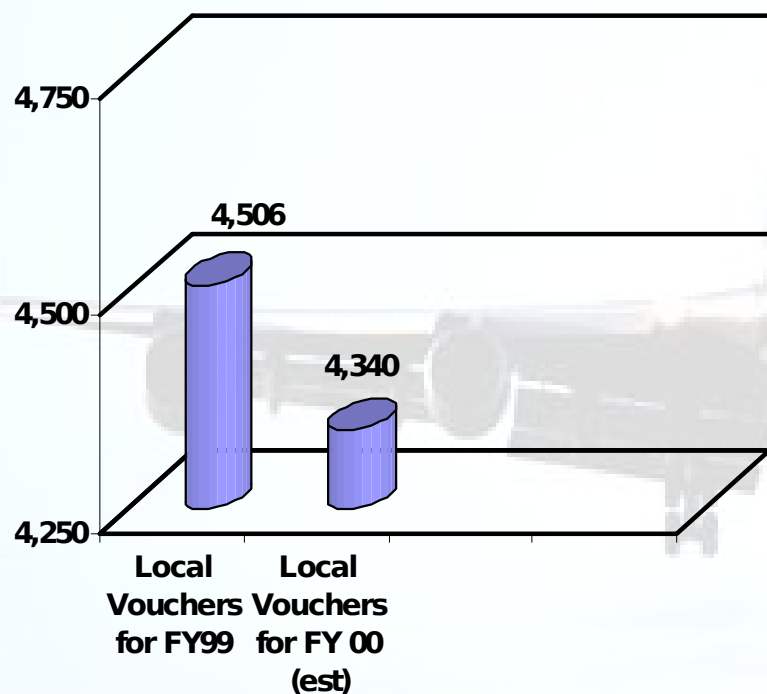
To date for Fiscal Year 2000, Bolling AFB has processed approximately 11,058 PCS vouchers with an estimated total of 12,063 vouchers for the year.



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Bolling AFB Local Vouchers Processed



**For Fiscal Year 1999,
Bolling AFB processed
4,506 Local vouchers.**

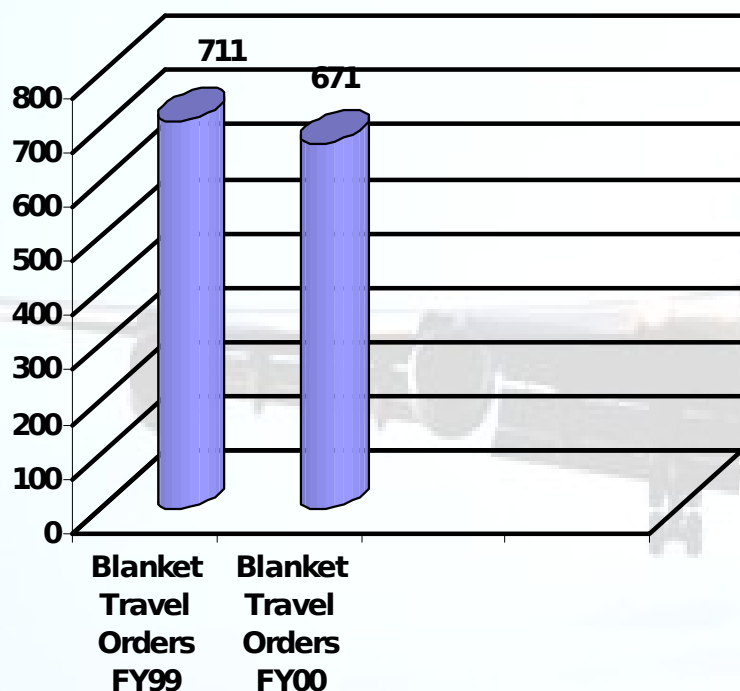
**To date for Fiscal Year
2000, Bolling AFB has
processed approximately
3,979 Local vouchers with
an estimate of 4,340 for
the fiscal year.**



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Bolling AFB Blanket Travel Orders Processed



For Fiscal Year 1999, Bolling AFB processed 711 Blanket Travel Orders vouchers.

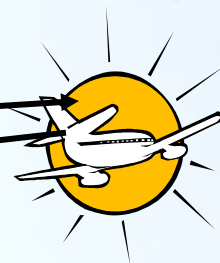
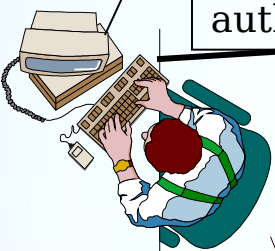
To date for Fiscal Year 2000, Bolling AFB has processed approximately 671 Blanket Travel Orders.



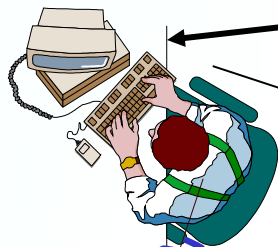
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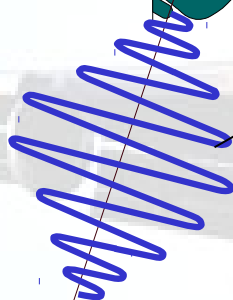
Traveler is directed to go TDY and completes their authorization.



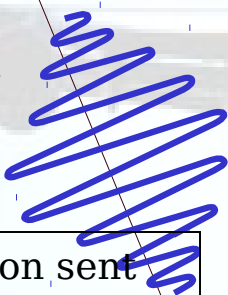
Traveler returns from TDY, completes and signs their own voucher..



Voucher sent electronically to Finance



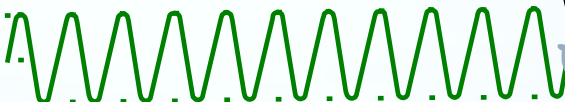
Authorization sent electronically to Finance



Travel Manager and FAST audits against the voucher to ensure all is okay..



Records are generated for Air Force Accounting Systems. Traveler receives pay. Data is extracted from Travel Manager database by FAST.

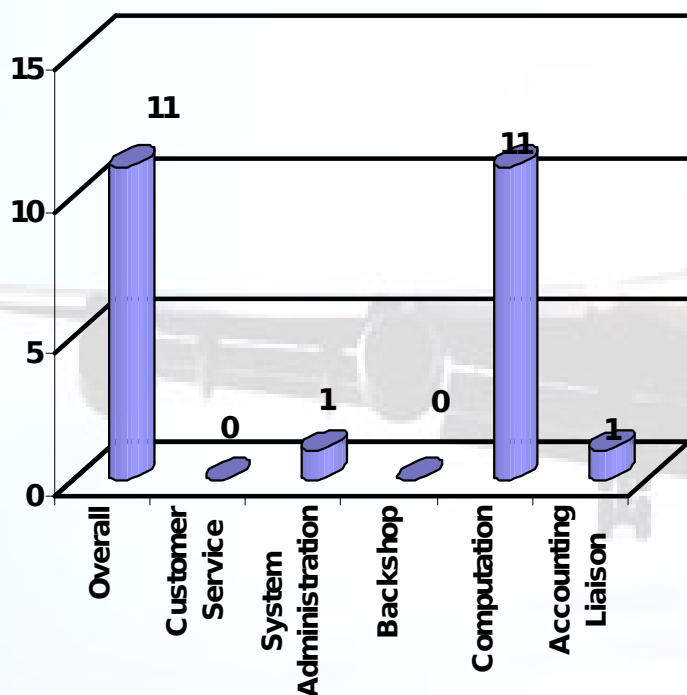




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Bolling AFB IATS Travel Manning



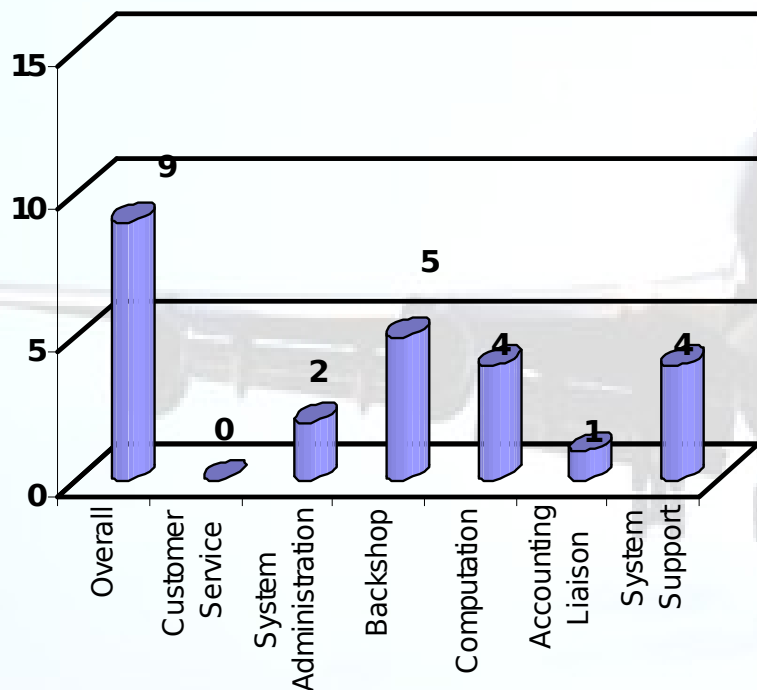
The IATS Travel Manning consists of 11 personnel in computation. Additionally, 1 person provides system administration along with 1 person from the accounting liaison area.



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Bolling AFB TM/FAST Travel Manning



The TM/FAST Travel Manning consists of 9 people. This consists of 5 people in the Travel Section Backshop and 4 in Travel Computation. Additionally, 2 people provide system administration, 1 person from the accounting liaison area and 4 people provide system support.



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The FSO Workload Process

- User Account Maintenance
 - Delegated to Organizational FAST Administrators
- Lines of Accounting
 - For-Self:
 - Comes from the H40 file run nightly. The program updates Travel Manager/FAST based upon the BQ database. If a fund cite exists in Travel Manager/FAST, but not in BQ, the fund cite is deleted.
 - Other:
 - Loaded to the document only. They are not added to master table to prevent inadvertent use of the fund cite by someone else.



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The FSO Workload Process

- Managing the Audit Process
 - All approved vouchers are run against the automated audits beginning at 6:30 am. Vouchers that fail the edits move to “Pending” status. Travel Section “auditors” review the vouchers to either return them to the travelers or approve for payment (FSO PASS).
- Support OPLOC/DFAS audit Requirements
 - This is handled directly by the OPLOC who have the ability to pull the vouchers themselves and, if necessary, send letters to the travelers for receipts, etc.



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Systems Functionality

- Permission Table Settings:
 - Permission Tables are established and set when the database is created.
 - Periodic reviews are performed to ensure proper settings.
- Audits/Edits that are on/off, for users and Approving Officials
 - Audit on/off status is performed through a cooperative effort between 11 WG/FSO and 11 WG/FMS.
- Download Processes
 - Per Diem Updates
 - Downloaded from Travel Manager Homepage by 11 WG/FSO personnel. The downloaded files are then imported into Travel Manager/FAST.
 - DJMS files
 - Files obtained from 11 WG Customer Support and then uploaded by 11 WG/FMS personnel.



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Types of Training

- FSO Staff
 - Handle Inquiries
 - Load EFT
 - Move Travelers from organization to organization



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Types of Training

- Organizational FAST Administrators (OFAs)
 - Maintain user accounts (Add and Delete)
 - Reset and certify new passwords and signature PINs
 - Initial customer support, Refresher Training
 - Schedule formal user training
 - Ensure appointment letters are on file
 - Run FAST reports
 - Establish routing/permission levels for new users



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Types of Training

- Users training (Hands On)
 - Logging into the Travel Manager/FAST system
 - Checking their Personal Profile
 - Document Preparation
 - Processing Authorizations and Vouchers
 - Processing Local Vouchers
 - Processing Amendments
 - Check on the status of a document
 - Split Disbursements



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Types of Training

- Approving Officials
 - Responsibilities
 - Document Review (Pre-Audit)
 - Document Approval
 - Loading Budgets
 - Running FAST Reports
 - Allocating Funds



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Training

- Training Room Facilities
 - Nine Computers for Users
 - Trainer utilizes computer with wall projection for class
 - Class size kept to one student per computer



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Travel Manager/FAST Contacts:

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Look us up on the WEB !

**[http://www.bolling.af.mil/organizations/wing/
wg staff/wg orgs/finance management](http://www.bolling.af.mil/organizations/wing/wg_staff/wg_orgs/finance_management)**

**Under the ASK FM option, we have a
“Trouble-Ticket” system to relay
problems/concerns to us.**



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Travel Manager and FAST:

**A successful partnership
creating**

A successful product

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